



## ***Administrative Office of the Courts***

### **STAFF SERVICES REPRODUCTION CLERK**

---

#### **Primary Purpose**

Operates and maintains reproduction and bindery equipment and performs a variety of other warehousing, facility maintenance and clerical tasks associated with the staff services provided to AOC.

---

#### **Distinguishing Characteristics**

Reporting to the Staff Services Manager, work is performed within established guidelines and defined procedures. Work products are subject to review and approval. Frequently interacts with AOC staff to provide services.

---

#### **Duties and Responsibilities**

##### **Reproduction Duties**

Operates and maintains reproduction and bindery equipment including troubleshooting, adjusting, and correcting equipment malfunctions; requests equipment repairs as needed.

Assists in routine operation and maintenance of specialized equipment including computerized printing and reproduction equipment.

Assists in the inspection, maintenance, and minor repairs of equipment; orders and maintains inventory of supplies, parts, and equipment used in the reproduction/mail room.

Maintains a systematic procedure for keeping machines loaded and operating; ensures accuracy of all copy jobs.

##### **General Duties**

Receives sorts, distributes, prepares, and processes incoming and outgoing mail according to office procedures; performs backup mail delivery as assigned.

Performs physical labor and routine clerical tasks including warehousing, facility maintenance, equipment inventory, record inventory/distribution, messenger service and delivery duties.

Assists Senior Staff Services Clerk with maintaining the AOC stock of emergency supplies and equipment for compliance with the AOC Building Emergency Plan.

Performs building security and monitors Eastside Plaza parking lot for parking violations.

Performs other duties as assigned.

---

## **Key Competencies**

### **Agency values:**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

### **Knowledge, Skills and Ability**

- Understands customer expectations and ensures work meets those expectations
- Earns the trust and respect of customers through consistent honesty and excellence
- Ability to adapt to change and be flexible in providing excellent customer service
- Skill to communicate effectively with customers, colleagues and staff
- Ability to multi-task and effectively coordinate multiple assignments simultaneously
- Ability to identify needed tasks, prioritize, effectively manage time & meet deadlines
- Accepts personal responsibility for the quality and timeliness of work; to include double checking material, avoiding duplication of effort and attention to detail
- Ability to recognize problems and bring recommended solutions to supervisor
- Ability to operate automated printing equipment, copiers and other equipment
- Ability to proficiently use a computer to look up information and enter data
- Skill in working with Microsoft Word, Excel, email and the Internet
- Knowledge of general office & warehouse safety requirements
- Knowledge of how to properly lift/move objects weighing 50 pounds or more
- Knowledge of basic math, alphabetizing and filing procedures
- Knowledge of recordkeeping for shipping and receiving; inventory compliance; tagging, equipment replacement and asset input
- Ability to assist emergency operations (fire alarms, building evacuations, security)

---

## **Qualifications and Credentials**

High School graduation or GED equivalent **AND:**

- One year of work experience performing duties/responsibilities similar to this job.
- Valid Washington State Driver's license.
- Ability to lift and move 50 pounds or more.

---

## **SALARY RANGE: 34**

- Workweek may fluctuate depending on workload or agency need.
- Travel (including overnight) may be required to meet job responsibilities.
- This position is covered by the Fair Labor Standards Act.

**10/2014 – Updated**

**10/2012 – Established**